



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee

Minutes of Meeting – 1 June 2021

at Council Office, 18 King's Arms Street, North Walsham

Present :

Chair : Cllr M Gray
Vice Chair : Cllr B Wright
Cllr N Felstead
Cllr S Golder
Cllr P Heinrich
Cllr R Murphy

Lead Officer

Deputy Town Clerk : Ms T Foster

Meeting opened at 18.40

The current Chair Cllr B Wright commenced the meeting with the appointment of the new Chair of the Committee

1. Election of Chair of Media & Information Committee

A nomination was made by Cllr N Felstead for Cllr M Gray. No other nominations were made. Cllr M Gray accepted the nomination. It was **RESOLVED**

That Cllr M Gray is appointed Chair of Media & Information

2. Election of Vice Chair of Media & Information Committee

A nomination was made by Cllr N Felstead for Cllr B Wright. No other nominations were made. Cllr B Wright accepted the nomination. It was **RESOLVED**

That Cllr B Wright is appointed Vice Chair of Media & Information

3. Apologies for Absence

Cllr R Shaw was absent.

4. Declaration of interest

There were no declarations of interest.

5. Minutes of the Previous Meeting – 20 April 2021

The Minutes had previously been circulated to members of the Media & Information Committee. As proposed by Cllr P Heinrich and seconded by Cllr B Wright it was **RESOLVED**

That the Minutes of the Media & Information Committee Meeting of

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1

DATED 14/9/21.....

20 April 2021 were agreed as a true record

Cllr R Murphy, Cllr S Golder, Cllr N Felstead and Cllr M Gray did not attend this meeting.

6. Update on matters from previous Minutes – Action Log

The Chair stated that except for the last two items which were on the Action Log all other items had been completed.

7. Public Forum

There were no public present.

8. Further Dog Parks and Facilities

Cllr B Wright produced some suggestions for a Dog Walkers Survey to be carried out in the Memorial, Trackside and Woodville Parks with each survey being an appropriate version for each Park. The suggestions for the survey content were acceptable and agreed. As NNDC are to have a stall at the Thursday and Sunday markets during June, NWTC could share the stall to provide paper copies of the survey with NWTC representatives using the office Ipads and Cllr P Heinrich as a District Councillor agreed to this.

As proposed by Cllr N Felstead and seconded by Cllr R Murphy it was **RESOLVED**

The Survey Form would be prepared and distributed at the market stall and at each Park.

9. Tourism Working Party

Cllr B Wright explained a working party should be formed with the objectives as set out in the M&I Minutes of 20 April 2021. It was agreed the Working Party would comprise five members being Cllr S Golder of The Beechwood Hotel (Hotels), Mr R Scammell of Café Kitale (Cafes) and the Landlady of the White Swan and Black Swan (Public Houses) with a member of M&I. A representative of businesses in the town should be included and Mr W Beauchamp was suggested following which an initial meeting can be arranged. As proposed by Cllr B Wright and seconded by Cllr P Heinrich it was **RESOLVED**

That Mr W Beauchamp be approached to see whether he would become a member of the Tourism Working Party

10. Notice Boards

At a Development & Amenities Meeting in 2019 several Notice Boards were to be purchased throughout the Town with ward members being responsible for filling those in their ward. Subsequently it was suggested at the M&I Meeting of October 2020 that the grounds staff should fill them, which is not possible. With only two Notice Boards in Town and only one accessible it is being filled by the office staff as necessary. Advised only one Notice Board needs to be filled within the Town.

Discussion regarding an electronic notice board and whether this would be suitable for the Town Council, where it could be placed, cost etc.

As proposed by Cllr B Wright and seconded by Cllr N Felstead it was **RESOLVED**

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DATED.....14/9/21.....

That consideration of an electronic notice board should be referred to the next Development & Amenities Meeting

11. North Norfolk Local Plan 2016/36 (“Local Plan”)

Cllr P Heinrich explained the current position of the website consultation after which the final draft of the Local Plan would be prepared, then a consultation of the draft in September and then submission to the Planning Inspectorate. NNDC would provide further information on their market stall. The Town Council had already put a Statement on Facebook and it was agreed that this should be repeated as a reminder of their involvement and stance on the position.

As proposed by Cllr S Golder and seconded by Cllr B Wright it was **RESOLVED**

That the statement on Facebook should be repeated as a reminder of the Town Council’s involvement

12. High Streets Heritage Action Zone (“HSHAZ”) or (“HAZ”)

On 16/17 June the architects artist impression of the town will be released at which point residents may wish to make comments. NWTC would obtain any written comments and information on I pads when on the market stall. A short survey form to be prepared asking the positives, negatives and any concerns. Within the survey the link to the NNDC website would be provided for further HAZ information.

As proposed by Cllr B Wright and seconded by Cllr R Murphy it was **RESOLVED**

That a short survey be prepared to be available on the market stall

13. Town Council Leaflet

A draft leaflet was produced and following amendments it was decided that 250 copies should initially be photocopied in the office. A new plan has been included of the wards in the Town. As proposed by Cllr R Murphy and seconded by Cllr B Wright it was **RESOLVED**

That the amended leaflet should be copied in the office initially for 250 copies

14. Business Cards for Town Councillors

The provision of business cards for Councillors and NWTC were discussed. It was agreed and voted on by all present not to have business cards for Councillors and NWTC business cards only will be explored. It was agreed that ideas for new business cards should be brought to the next meeting which if agreed could have a 200 print run.

As proposed by Cllr R Murphy and seconded by Cllr P Heinrich it was **RESOLVED**

That suggestions for a new business card should be brought to the next meeting.

15. ID Cards for Town Council Employees

This item also includes ID cards for Councillors. Various formats and use of ID cards were discussed following which it was agreed not to have ID cards.

As proposed by Cllr M Gray and seconded by Cllr N Felstead it was **RESOLVED**

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DATED.....14/9/21.....

That ID cards for Town Council Employees and Councillors should not go ahead.

16. Items for discussion/Items for next Agenda

Business cards

Ipads for all Town Councillors

17. Date of next meeting : 14 September 2021 (unless otherwise advised)

Meeting closed : 19.35

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4

DATED.....14/9/21.....